

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Langley Children Center Update

FROM:

George W. Owens
Director of Personnel

EXTENSION

NO.

DATE

31 August 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Associate Deputy
Director for Administration
7D24 OHB

05 SEP 1989

Re

Attached is a summary of
progress in the Day Care
Center that I thought would
be of interest to you.

2.

3. Deputy Director for
Administration

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DD/A REGISTRY

FILE: Bldg-10-AR

AUG 31 1989

MEMORANDUM FOR: Deputy Director for Administration

FROM: George W. Owens
Director of Personnel

SUBJECT: Langley Children's Center Update

1. A number of activities are well underway in preparation for the grand opening of the Day Care Center on 5 September that we would like you to be aware of:

- ° This week our management firm, Fried and Sher, is conducting a staff teacher orientation program. A copy of their agenda is attached for your information. The orientation will include: setting up the classrooms, developing lesson plans, briefings on recognizing child abuse, CPR, etc.
- ° We have forwarded a letter to the Department of Social Services, Fairfax County, indicating that the center meets county, state and federal codes in order to apply for a state license to operate the center. The license will permit accreditation, USDA food subsidy, health and safety inspections by the county. We are not required to obtain a license as the center is located on federal property, however, we believe that it is in our best interests to do so.
- ° Although the President and Mrs. Bush are unable to attend dedication ceremonies on 5 September, we are working with [] and Protocol to develop preliminary plans for an appropriate dedication ceremony at a later date.
- ° We have been in touch with the DCI's secretary in order to reschedule a tour of the center for the DCI and, although he has a very busy schedule, we hope a tour can be arranged in the near future.
- ° Parent, children orientation is scheduled for 31 August.
- ° Liability insurance has been obtained by the management firm - effective 28 August.

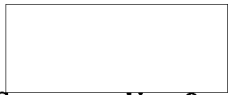
STAT

SUBJECT: Langley Children's Center Update

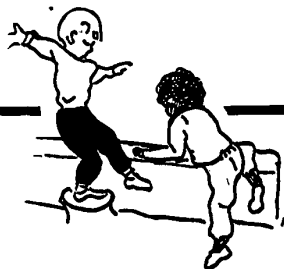
- Furniture and equipment are in place and security lights, cameras and bollards are being installed.
- One hundred two children are enrolled including 29 infants, 37 toddlers, and 36 preschoolers.
- Eight teachers are cleared with three more in process. Two assistant teachers are cleared with five more in process. The director, head teacher, secretary/book-keeper, housekeeper and four from the management firm have been cleared.
- We have published an employee bulletin advertising membership in the day care corporation for all employees who would be interested in participating in the activity. The next step will be to convene a general meeting of corporate members in order to select a nominating committee for a new board of directors.
- A number of Agency and non-Agency people have toured the center including:
 - Congressional Staffers
 - Pentagon Day Care Representatives
 - NSA Day Care Representatives
 - The Reston Inter-Departmental Day Care Committee
 - The Deputy Directors
 - Directors, Office of Logistics and Office of Medical Services
 - DCI Clerical Staff
 - Other Agency Personnel and Parents

2. We believe that we now have a facility that we can take pride in through the many fine efforts and hard work of Agency personnel representing any number of Agency and particularly DA components. The Langley Children's Center is positive proof that we are concerned about and supportive of a better quality life for our employees and that we are focusing on the needs of the Agency Workforce - 2000.

STAT


George W. Owens

Attachment:
Fried and Sher Agenda



The Langley
Children's Center, Inc.

August 16, 1989

Dear Langley Children's Center Staff:

Greetings! As we near our September 5th opening, final touches are being made at the center with new equipment and materials arriving daily. Enclosed you will find the agenda for orientation week, August 28 - September 1, 1989.

This is a general outline to let you know some of the activities we will be doing to help everyone understand our philosophy, structure, and curriculum. This is also a week of getting to know each other, planning class schedules, and working in the classrooms.

The center looks better every day, but it won't be complete until you are here too! Come with any questions or ideas you have; but meanwhile, have a great end of the summer. If you need to contact me before the 28th, please feel free to call me at home,

See you soon,

Director
Langley Children's Center

P.S. Monday we will be treating you to lunch so come hungry!

ATTACHMENT

Form
8-66 163a

Langley Children's Center
Staff Orientation
August 28 - September 1, 1989

Monday, August 28 8:30-5:00

STAT

8:30-12:00 General Introduction--
 Staff Introductions --
 Philosophy of the Center
 Review of Handbooks (Staff, Parent, Curriculum)

12:00- 1:00 Lunch- provided by the center

1:00- 4:00 Work in Classrooms

 1-- Label hooks, cribs, storage bins, cots with
 children's name and symbol (juniors and seniors)
 * permanent markers, standard printing

 2-- Seniors make planning board cards with child's
 name and symbol

 3-- Label all toys (juniors and seniors)

 4-- Make name tags/symbols for children (seniors
 will match planning board) to attach to child

4:00- 5:00 Handbooks

Tuesday, August 29 8:30-5:00

8:30-10:30 Handbooks

10:30-12:00 Work in Classrooms

12:00- 1:00 Lunch- B.Y.O.G. (Bring Your Own Goodies)

1:00- 1:30 Bookkeeping for Staff

1:30- 3:00 Handbooks and Forms

3:00- 5:00 Work in Classrooms

Langley Staff Orientation cont.

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Wednesday, August 30 8:30-5:00

8:30- 9:00	Lesson Plan Requirements
9:00- 9:30	Daily Health Screening Review of Sick Policy Confidentiality
9:30-12:00	Handbooks
12:00- 1:00	Lunch
1:00- 2:00	Child Abuse and Neglect
2:00- 5:00	Work in Classrooms Child Development Forms

Thursday, August 31 8:00-4:30

8:00- 9:00	Prepare for Children's Arrival
9:00-11:00	Open House for Parents and Children
11:00-12:30	Clean-up and Lunch
12:30- 3:30	Call Parents Unable to Attend Open House Work in Classrooms
3:30- 4:30	Handbooks

Friday, September 1 8:30-5:00

8:30-12:00	Work in Classrooms
12:00- 1:00	Lunch
1:00- 5:00	CPR Training

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